

## DTR

Daily Time Record (DTR) is used by the system to generate the payroll. Each employee is provided with a calendar where DTR is kept. Only absences are recorded in the calendar.

### To go to the DTR section

1. From the **App Center**, click the **Personnel App**;
2. At the **Navigation Panel**, click **Information**. Position the **highlight bar** to the **Employee's Name** where you want to record its **DTR**;
3. Then, back at the **Navigation Panel**, click **DTR**;
4. At the **CALENDAR** that showed up, click the **date** the employee was **absent**;
5. At the **Event Title**, mark or type **Absent**;
6. Click the command button **UPDATE**. At this instant, the **date** you've selected will be marked with **Absent**;
7. Repeat the same procedure for all the other employees.

Note: Accuracy in preparing this task is a must because payroll generation depends on this data.

The screenshot displays the 'EMPLOYEES' application interface. On the left is a 'Navigation Panel' with options like 'Information', 'DTR', 'Cash Advance', 'Loan Payment', 'Payroll', and 'Payroll Report'. The main area shows the 'Employee DTR for BETHANY BASCO' with a form for recording an absence. The form fields include 'Event Type' (AttendanceDTR), 'Event Title' (Absent), 'Start Date' (2022-06-17), 'End Date' (2022-06-17), 'Start Time' (9:00am), and 'End Time' (5:00pm). Below the form is a calendar for June 2022. A red bar on Monday, June 13th, is labeled '9a absent'. Annotations with dashed arrows point to the 'Navigation Panel, DTR', 'Attendance Calendar', 'Event Type: AttendanceDTR', 'Date', 'Event Title: Absent', and 'Employee's Name'.